

COMMUNITY PROGRAM SUPERVISOR – 4541

General Statement of Duties

Develops, coordinates, and implements outreach programs and special events conducive to the development of community relationships and an expanded participant base. Collaboration with Stanly County Schools and programming for underserved and special population is a key focus area for this position.

Distinguishing Features of the Class

Employees in this class plan, coordinate, teach, and supervise a variety of recreational and leisure time activities for the citizens of the community. Work involves considerable planning and scheduling of activities and contact with participants and officiating personnel. Employees modify existing recreational programs in concert with the requested needs of the community; recruit part-time and volunteer staff, as well as participants; publicize program activities; coordinate activities with center staff; and supervise the successful implementation of programs. Employees are also responsible for ordering equipment and supplies and maintaining the safety of assigned grounds, buildings, and other facilities. Employees specialize in a program area such as recreation, athletics, nature programming, or other designated areas. Work is performed in accordance with Departmental rules and policies and requires judgment and discretion in interpretation of programs, and the application of game rules, and procedures. Employees are subject to hazards in parks and recreation including working in both inside and outside environments and in extreme temperatures and noise. Duties may also expose the employee to human body fluids and the work is covered by the OSHA requirements on bloodborne pathogens. Work is performed under the general supervision of the Parks and Recreation Director and is evaluated in terms of program effectiveness and through observation and public feedback and acceptance.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and promotes recreation activities for various age groups including such programs as leisure classes, special events, senior events and trips, nature programs, programs for youth, and other activities; arranges schedules, locations, and personnel to staff such activities.

Promotes programs and events and solicits donations or sponsorships; contacts media and makes personal appearances before civic and business groups; prepares press release, flyers, brochures for promotions; activities; keeps bulletin boards and outside sign boards current.

Schedules times and secures locations for a variety of programs.

Registers participants for various recreational programs and events; collects fees and completes proper forms; maintains various records of events.

Monitors and assures clean and neat appearance of the recreation center; gives directions to staff for preparation of center for activities.

Prepares or assists with locating and applying for grants, administering grants; preparing budget requests; processing purchase orders and maintaining inventory of equipment and supply needs; makes recommendations for budget of activities and programs.

Assists in the formulation and execution of Departmental rules and policies.

Provides necessary liaison with other public and private groups and agencies.

Provides support to current special programs;

Assess current programming needs and gaps;

Develop and implement special events and outreach programming;

Develop relationship with Stanly County Schools and develop collaborative programming for special needs and underserved populations;

Additional Job Duties

Assists Director and staff with other Departmental programs and activities, as needed.

Assists in the preparation of regular and special reports as required.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of principles, practices, and methods of recreational and leisure time programs.

Considerable knowledge of current literature, trends, and developments in the field of public recreation and athletic programs.

Working knowledge of standard resources, materials, and facilities utilized in a public recreational program.

Working knowledge of City personnel, purchasing, and budget policies and procedures.

Ability to effectively plan and execute a year round program of recreational and/or athletic activities.

Ability to plan and coordinate the work of temporary, volunteer, or paid workers.

Ability to express ideas effectively and communicate effectively in oral and written forms.

Ability to deal tactfully and courteously with the public.

Ability to establish and maintain effective working relationships with officials, citizens, employees, supervisors, and participants.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds amount of force frequently; and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, operate a computer terminal, utilize measuring devices, operate a motor vehicle, and inspect work of others.

Desirable Education and Experience

Graduation from a four-year college or university with a degree in recreation administration, physical education, or related degree and experience in recreational programming with an emphasis on the special field of assignment (athletics, recreation, or nature programming); or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Driver's License.

CPR/First Aid Certification within timeframe determined by the City.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.